

Chapter 2 - Adoption Case - ADC

Adoption Case Screen

The case screen is used to add information about the adoptee. Users must have security to be able to update case information.

Accessing the Case Screen:

NXT TRAN	ADC	TYPE ADD	CASE NBR	20025555	PET	00000000	EVT	PTY
----------	-----	----------	----------	----------	-----	----------	-----	-----

From the Next Tran Line, enter ADC in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number. Press <Enter> and the system will display the case screen.

Case ADD Case# 03001000 Status Type Opened 2003

Jurist Attorney Type Worker Agency

Name Name Name Name

Birth Name DOB Gender Race

Birth Place ...City County ST

Adopted Name

Address

City ST ZIP Phone.

Original Custodial Parent Childs SSN

Microfilm Number Cross Reference Case #

STATUS INFORMATION:

	Code	Date
Case Closed.		
Legal Status		
Custodial Party		
Placement...		
Adoption Status		
Disposed		
Reopened		

Nxt Tran ADC Type ADD Case# 03001000 Petn# 00000000 Event# Pty

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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Following are the field descriptions for the Case Screen.

~Case~

This area displays the screen that you are in along with the transaction type you are performing.

~Case #~

This area displays the case number. Listed next to the case number will be the suffix number. Suffix numbers are used when there are multiple children in one case.

~Status~

Enter the status of the case. O = Open and C = Closed.

~Type~

Enter the type of the case. Press <F4> for a list of valid case types.

~Opened~

Enter the date the case was filed with the court.

~Jurist~

Enter the jurist that is handling this case. Press <F4> for a list of valid jurists. Once a jurist has been entered into this field, the name will display below the field.

~Attorney~

Enter the attorney that represents the adoptee. Press <F4> for a list of valid attorneys. Once an attorney has been entered into this field, the name of the attorney will display below the field.

~Type~

Enter if this attorney is A = Appointed or R = Retained.

~Worker~

Enter the worker assigned to this case. Press <F4> for a list of valid workers.

~Agency~

Enter the agency that is handling this case. Press <F4> for a list of valid agencies. An entry in this field will create a party on the party screen.

~Birth Name~

Enter the birth name of the adoptee. The name must be entered using the name entry rules that are listed in Chapter One.

~DOB~

Enter the adoptees date of birth.

~Gender~

Enter the adoptees gender if known. If this is not known at the time of case entry, this field should be updated once the gender is established.

~Race~

Enter the race of the adoptee. If this is not know at the time of case entry, this field should be updated once the race is established. Press <F4> for a list of valid race types. ‘

~Birth Place . . . City County~

Enter the adoptees birth city and birth county.

~Adopted Name~

Enter the adoptees name as it will be after the Order of Adoption is issued. The name must be entered using the name entry rules that are listed in Chapter One.

~Address Lines~

Enter the address of the adoptee. This field should not be changed if the child is placed in foster care or a facility.

~City, State, Zip, Phone~

Enter the city, state, zip and telephone number of the adoptee.

~Original Custodial Parent~

Enter the original custodial parent. Press <F4> for a list of valid parties.

~Childs SSN ~

Enter the adoptees social security number.

~Microfilm Number~

Enter the microfilm number for this case.

~Cross Reference Case Number~

Enter a case number that should be cross referenced with this case.

Status Information:**~Case Closed~**

Enter the date the case closed.

~Legal Status~

The system will display the latest legal status for this child.

~Custodial Party~

The system will display the party that has custody of the adoptee.

~Placement~

The system will display the latest placement that was entered on the event screen.

~Adoption Status~

The system will display the status of the adoption.

~Disposed~

Enter the disposition code and date that this case was disposed. Press <F4> for a list of dispo codes.

~Reopened~

Enter the date this case was reopened.

Adding or Modifying a Case

From the Next Tran Line, enter the following:

Adding:

NXT TRAN	ADC	TYPE ADD	CASE NBR	20035555	PET	00000000	EVT	PTY
----------	-----	----------	----------	----------	-----	----------	-----	-----

Modifying:

NXT TRAN	ADC	TYPE MOD	CASE NBR	20035555	PET	00000000	EVT	PTY
----------	-----	----------	----------	----------	-----	----------	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

Case **ADD** Case# **03001000** Status Type Opened **2003**
 Jurist Attorney Type Worker Agency
 Name Name Name Name
 Birth Name DOB Gender Race
 Birth Place ...City County ST
 Adopted Name
 Address
 City ST ZIP Phone.
 Original Custodial Parent Childs SSN
 Microfilm Number Cross Reference Case #

STATUS INFORMATION:

	Code	Date
Case Closed.		
Legal Status		
Custodial Party		
Placement...		
Adoption Status		
Disposed		
Reopened		

Nxt Tran **ADC** Type **ADD** Case# **03001000** Petn# **00000000** Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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Enter all information regarding the adoptee and press <Enter>. The system will save the case.

Adding a Multiple Child Case

Follow the procedure for adding a case for the first child. Then enter the following information for all subsequent children, changing the suffix number for each child:

NXT TRAN	ADC	TYPE ADD	CASE NBR	20035555	02	PET	00000000	EVT	___	PTY	___
----------	-----	----------	----------	----------	----	-----	----------	-----	-----	-----	-----

When all information has been added, press <Enter> and the system will display the screen you requested.

Case **ADD** Case# **03001000** **2** Status **___** Type **___** Opened **___** **2003**
 Jurist **___** Attorney **___** Type **___** Worker **___** Agency **___**
 Name **___** Name **___** Name **___** Name **___**
 Birth Name **___** DOB **___** Gender **___** Race **___**
 Birth Place ...City **___** County **___** ST **___**
 Adopted Name **___**
 Address **___**
 City **___** ST **___** ZIP **___** Phone. **___**
 Original Custodial Parent **___** Childs SSN **___**
 Microfilm Number **___** Cross Reference Case # **___**

STATUS INFORMATION:

	Code	Date
Case Closed.	___	___
Legal Status	___	___
Custodial Party	___	___
Placement...	___	___
Adoption Status	___	___
Disposed	___	___
Reopened	___	___

Nxt Tran **ADC** Type **ADD** Case# **03001000** **2** Petn# **00000000** Event# **___** Pty **___**
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

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The system has returned the ADC/ADD screen for the second child. Enter all information regarding the adoptee and press <Enter>. The system will save the case.

Inquiring on a Case

From the Next Tran Line enter the following information:

NXT TRAN ADC TYPE INQ CASE NBR 20035555 PET 00000000 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you request-

Case INQ Case# 03001000 1 Status 0 Type AD Opened 101 2003
 Jurist _____ Attorney _____ Type _____ Worker _____ Agency _____
 Name _____ Name _____ Name _____ Name _____
 Birth Name TEST, ADOPTION, DOB _____ Gender _____ Race _____
 Birth Place ...City _____ County _____ ST _____
 Adopted Name _____
 Address _____
 City _____ ST _____ ZIP _____ Phone. _____
 Original Custodial Parent _____ Childs SSN _____
 Microfilm Number _____ Cross Reference Case # _____

STATUS INFORMATION:

	Code	Date
Case Closed.		
Legal Status		
Custodial Party		
Placement...		
Adoption Status		
Disposed		
Reopened		

Nxt Tran ADC Type INQ Case# 03001000 1 Petn# 00000000 Event# _____ Pty _____
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt. Inq F16=Inv. Cal

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The system will return the case inquiry screen for you.

Deleting a Case

From the Next Tran Line enter the following information:

NXT	TRAN	ADC	TYPE	DEL	CASE	NBR	20035555	__	PET	00000000	EVT	__	PTY	__
-----	------	-----	------	-----	------	-----	----------	----	-----	----------	-----	----	-----	----

When all information has been added, press <Enter> and the system will display the screen you requested.

The screenshot shows a terminal window with a title bar containing a 'B' icon and standard window controls. The main area is a light gray rectangle. At the bottom of this area, the text 'ARE YOU SURE YOU WANT TO DELETE?' is displayed on the left, and '03001000 55555555 0000 ADC' is displayed on the right. Below the first line of text, it says 'PRESS F3 TO CANCEL DELETE'. At the very bottom of the terminal window, there is a status bar. On the left, it shows 'MB' and 'b'. In the center, it says 'Connected to remote server/host OSMSOUTH using port 23'. On the right, it shows '01/001' and '\\SCAO\1N54QLS on Ne05:'.

If you are certain that you want to delete this case, press <Enter> and the system will return the following screen.

RECORDS DELETED

RESPNT RECORDS DELETED	01	SCHED RECORDS DELETED	00
PETN RECORDS DELETED	00	DISPS RECORDS DELETED	00
CHARGE RECORDS DELETED	00	PARTY RECORDS DELETED	01
NAME RECORDS DELETED	01	DOCKET RECORDS DELETED	00
ABS RECORDS DELETED	00		

PRESS F3 TO CONTINUE

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The system will display the records that were deleted. Press <Enter> to exit this screen. The case is deleted.

NOTE: Be sure of your case number. Once the case is deleted all other adoption screens are deleted as well. Delete's can't be undone. If financial records exist, the ARU must be turned inactive before the case can be deleted.

Re-Opening a Case

There are two ways to reopen a case.

1. Add a new petition to a closed case. Once the petition is added, the system will enter the date the petition was filed as the reopen date on the case screen.
2. Modify the case screen and enter the date the case reopened in the reopen field. Following is an example of this.

From the Next Tran Line, enter the following information.

NXT TRAN CSE TYPE MOD CASE NBR 00920204 PET 00000000 EVT PTY

When all information has been added, press <Enter> and the system will display the screen you requested.

The screenshot displays a case screen with the following information:

Case MOD Case# 02002777 Status C Type AC Opened 701 2002
 Jurist 25275 Attorney Type Worker Agency CSS
 Name HULL Name Name Name CATHOLIC SOCIAL
 Birth Name ADOPTION, BIRTH, DOB 615 2002 Gender Race
 Birth Place ...City LANSING County INGHAM ST MI
 Adopted Name ADOPTION NAME,,
 Address
 City ST ZIP Phone.
 Original Custodial Parent M01 Childs SSN
 Microfilm Number Cross Reference Case #

STATUS INFORMATION:

Code	Date
Case Closed.	715 2002
Legal Status	
Custodial Party	
Placement...	
Adoption Status	
Disposed AFN	715 2002
Reopened	0910 2003

Nxt Tran ADC Type MOD Case# 02002777 Petn# 55555555 Event# Pty
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt. Inq F16=Inv. Cal

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Enter the date the case reopened in the “Case Reopen” field and press <Enter>. The system will change the status of the case to “O- Open”.